

## Maine Right-to-Know Information Request

Pursuant to State and Federal laws, information collected under the Emergency Planning and Community Right-to-Know (RTK) Act is considered public information and is accessible to the public. There are two notable exceptions to what may be considered public information: under Federal law trade secrets are not allowed to be released and under State law transportation information is considered confidential and may be released only to those entities that may need it for planning purposes.

Maine Emergency Management Agency (MEMA), as the holder of the records for the State of Maine, will complete and return within 45 days any information that is considered public unless that information is not available or cannot be made available within the 45 day period.

In order to facilitate a RTK request, this form shall be completed and presented in person, via mail or through e-mail in order to be processed by MEMA. The State Emergency Response Commission (SERC) has adopted a fee schedule that MEMA may use in order to cover the costs of processing a request:

- ☐ \$.10/page for all photocopies and
- ☐ \$1.00/page for computer print-outs
- ☐ \$5.00/diskette for magnetic media
- ☐ \$10.00/diskette when no diskette is supplied

The processing fee should be paid in advance either by cash or by check made out to "Treasurer, State of Maine". Requests received either by mail or by e-mail will be notified of their charges and must forward a check for the correct amount to MEMA prior to the request being filled.

Please complete the following information so we may process your request as efficiently as possible.

Name	<input type="text"/>	Company	<input type="text"/>
Street Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip Code	<input type="text"/>
Mailing Address (if different)	<input type="text"/>		
Phone number	<input type="text"/>	e-mail address	<input type="text"/>

Information being requested. (Please be specific in your request and how you want the information returned to you.)

If additional information is needed to fulfill a MEMA staff person will contact you.